

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses specialized positions in the Fire Prevention Division, the primary duties of which include conducting fire inspections of buildings to ensure compliance with fire codes and performing re-inspections to verify that fire hazards have been corrected. Fire Prevention Officers investigate all fires to determine the cause and collect evidence of possible arson. Incumbents in this class coordinate a public fire education program and delivers talks and demonstrations on fire safety, as well as maintain records required to document the activity of the Fire Prevention Division. Fire Prevention Officers work with some supervision having the authority to work independently in most areas. Employees of the class report to and have work reviewed by the Chief of Fire Prevention.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Prepares for inspections by reviewing previous inspection reports to become familiar with potential hazards. Reviews building plans, specifications and sections of the applicable codes for the particular type of occupancy. Contacts the owner/occupant upon arrival at the inspection site, obtains permissions for inspection and gives brief detailing of the inspection procedures.

Inspects interior and exterior of buildings, including locked and storage areas used for holding flammable and combustible liquids or hazardous materials. Reviews process for the transference of such. Collects information to be used in determining that buildings comply with all applicable fire safety codes. Checks and notes any problems with the following: fixed fire extinguishing systems, standpipe systems, functional aspects of fire detection and alarm systems, portable fire extinguishers, heating and air-conditioning systems, cooking equipment safeguards and general housekeeping practices. Checks structures for unsafe uses of electricity, such as improper grounding of electrical equipment, exposed or damaged wiring, extended use of circuits or any other potential electrical hazards. Examines and records the location of doors, windows, fire escapes and other related structures to ensure compliance. Inspects fire hydrants, conducts flow tests and looks for mechanical damage or obstructions to an adequate water source.

Determines that buildings meet fire resistance requirements according to construction type by checking flame spread ratings,

examining fire walls, fire doors, draft curtains, smoke and heat vents, fire stops and related structural elements. Ensures that buildings have not suffered structural abuse which might render them unsafe. Assesses the occupant load of buildings. Inspects all means of egress to confirm sufficiency for the assigned load, including inspecting doors, stairs, ramps, escalators and exit signs, determining travel distance to exits, and assuring that exits are recognizable and properly illuminated.

Takes photographs and makes field sketches of an inspected building to document conditions at the time of the inspection. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections and outlining recommendations made as a result of findings. Reviews inspection findings with the building owner or manager, provides copies of all required documents and discusses recommendations for the correction of fire hazards. Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred. Issues citations, assesses fines and serves court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding. Testifies in court as required.

Collects information for pre-fire plans by visiting businesses, schools, and other places of public assembly in order to record any area features which might become important in a fire or emergency situation. Develops pre-fire plans by gathering and evaluating information to determine the appropriate response by fire fighting companies. Assists institutions and business owners in developing solutions for fire prevention problems. Issues required permits.

Responds to emergency calls received by the department, providing emergency medical services or directing all safety procedures as necessary. Checks the interior, exterior and surrounding areas of the fire structure, determining the point of origin, observing for signs of forced entry and searching for unusual debris. Restricts access to the fire scene to prevent removal, damage, or contamination of evidence. Searches for, identifies and collects evidence, preserving it for analysis. Takes notes, photographs and makes sketches at the fire scene to document findings. Interviews firefighters, witnesses and others to collect information about circumstances that may have been noted before or during the fire, as well as information concerning the burned building, its contents, owners, occupants and possible arson suspects. Identifies the heat source and determines the cause of fire. Examines the scene of a fire, including vehicle fires, to determine if the fire was the result of natural causes, carelessness, or arson.

Obtains information from departmental records or other business, court, or agency records, in order to review and analyze data that may be used to prove whether or not a fire was the result of arson and to prepare a case for prosecution. Completes a fire investigation report including information to identify the fire, estimate the loss or damage incurred and outline conclusions

reached by investigating personnel. Acts as a liaison with law enforcement, the public prosecutor's office or other investigation agencies. Applies for, secures and executes arrest or search warrants as necessary. Testifies in court on all aspects of an arson case as directed.

Participates in a fire prevention education curriculum by analyzing the targeted audience, designing the appropriate method of presentation and evaluating the effectiveness of the curriculum. Identifies the most important local fire problems and determines the specific content of fire safety messages and instructional material to be used in community fire safety programs. Conducts fire drills for business, educational and assembly occupancies, reviewing evacuation plans and instructing personnel responsible for assisting with drills. Works with schools and civic groups to coordinate field trips to fire department facilities; conducts tours of the facilities and provides instructional materials during visits. Develops and delivers lectures, talks, or demonstrations on fire safety topics to schools, clubs or other organizations. Educates the public about fire hazards and the conditions which may increase the possibility of the occurrence of fires. Provides information to the public about built-in fire protection, fire dynamics, defense against fire injuries and fire prevention in order to educate the targeted audience. Responds to questions from the public about the operation of the Fire Prevention Division or any other related fire prevention services.

Personally completes reports and forms required to document division activities. Reviews incident reports written by fire suppression personnel to determine if further action is needed. Writes speeches, public service announcements and news releases on fire safety as directed by the Chief. Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and processes the complaint following departmental procedures.

Acts as training officer to the department and provides on-the-job or classroom training to department members in all areas of fire department operations. Organizes and trains fire service personnel and volunteers who participate in the fire safety education program. Attends educational meetings and studies current literature to keep informed on modern fire prevention methods and administrative practices. Maintains a reference library on fire inspections, investigations and public fire education topics for use by fire department personnel. Monitors and evaluates local conditions which may become fire or safety hazards.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least three (3) years of full-time experience with a paid fire department or other fire service related organization(s), the primary duties of which included one or more of the following: fire suppression, fire inspection, fire investigation or fire prevention.